

STD.73 (REV. 6/2002)
RECORDS RETENTION SCHEDULE

27473

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles		(2) AGENCY BILLING CODE 51		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION LOD, Driver Safety Branch, Mandatory Actions Unit, ru 255		(5) ADDRESS 2570 24 th Street, Sacramento, CA 95818			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER DMV-LOD-053	(10) SCHEDULE DATE	(11) NUMBER OF PAGES	(12) CUBIC FEET (Total Schedule) 93
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER DMV-LOD-053	(14) APPROVAL NUMBER 07-246	(15) APPROVAL DATE (S) 10/15/2007	(16) PAGE NUMBER(S) REVISED - All
(17) MISSION/FUNCTIONAL STATEMENT: The Division of Driver Safety is committed to providing customer service while efficiently controlling the driving privilege. We conduct hearings and investigations consistent with due process of law, through the efforts of dedicated skilled employees and the use of new and innovative technologies.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Edilia Villalobos</i>		(19) TITLE Mgr V		(20) PHONE NUMBER 657-5699	(21) DATE SIGNED 07-25-08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Camille</i>		(23) CLASSIFICATION SSA		(24) NAME (Printed or Typed) Jennifer E Garces	(25) PHONE NUMBER 657-7148
(26) DATE SIGNED 1-28-09					
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE –CalRIM CONSULTANT <i>Janice Cleland</i>		(28) APPROVAL NUMBER 07-246		(29) DATE SIGNED 2/10/2009	(30) EXPIRATION DATE 10/3/2012
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
FOR ARCHIVES' STAMP					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Spencer Bullock</i>				(34) DATE SIGNED Feb. 19, 2009	



CALIFORNIA
STATE ARCHIVES

07-246-1

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1	1		<u>Records Management</u> Records Retention Schedules	P		Current			Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current.
2	↓		Std 70 – Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory
			<u>Administrative Records</u>								
3	66		Administrative Files (office records related to internal administration)	P		Current +3			Current +3	X	Current until revised or superseded. Hold for additional 3 years, then destroy.
4	14		Personnel Files, informal	P		Active			Active	XI	Retain as active for term of employee. When employee leaves, file will be transferred to employee's new unit or HRB. IPA 1798.3 Confidential destruction, GC 6254(c)
5	5		Court Subpoenas (litigation involving DMV)	P		Active +5			Active +5	X	Active until case is resolved or heard, hold for additional five years, then destroy. Confidential destruction.
			<u>Controls</u>								
6	7		Administrative Files (i.e. employee production sheets, inventory workload sheets, attendance records, timesheets, etc.)	P		Active +2			Active +2	X	Confidential destruction, GC 6254(c), after two years
Total	93										

* Provide total of office and departmental

Previous RRSItem #Status of Item Not Carried Over

07-246	6	No longer required
07-246	7	No longer required
07-246	8	Items transferred to RU 256 (Abstract Processing Unit)
07-246	9	No longer required
07-246	10	Items transferred to RU 256 (Abstract Processing Unit)
07-246	12	Items transferred to RU 256 (Abstract Processing Unit)